



## FACULTY NEWSLETTER



From the  
Dean of Academic Services  
and the

Dean of Technical/Occupational Services

April 6, 1992

Vol. 2, No. 9

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NEW BOOKSTORE MANAGER  
FOR THE  
FIRE COLLEGE  
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Steve McInnis has been employed as the new manager of the bookstore of the Alabama State Fire College. Steve is originally from Montgomery, and, for the past few years, he has been working in purchasing and marketing in Louisiana and North Carolina. He is a summa cum laude graduate of the College of Commerce and Business of the University of Alabama.

Welcome, Steve McInnis, to Shelton State Community College.

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JUDGE KARRH  
TO SPEAK AT  
SHELTON STATE  
GRADUATION  
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Judge John Karrh has been invited to speak at the 1992 graduation ceremony of Shelton State Community College. Judge Karrh had been selected by the Graduation Committee to give the graduation address last year, at the 1991 graduation ceremony, but was unable to do so because of a conflict in his schedule. We are extremely pleased that he will be able to be with us at graduation this year. He even said, believe it or not, that he would "keep it short".

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NIGHT ADMINISTRATORS  
FOR APRIL  
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Apr 6	Britt Turner
Apr 7	Tom Umphrey
Apr 8	Fran Viselli
Apr 9	Ed Winslow
Apr 13	Chuck Bearden
Apr 14	Bruce Bizzoco

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April Night Administrators (cont:)  
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Apr 15	Karen Crombie
Apr 16	David Freeman
Apr 20	Bessie German
Apr 21	Bob Hagler
Apr 22	Billy Hogue
Apr 23	Arthur Howington
Apr 27	Jim Hunter
Apr 28	Joan Kempster
Apr 29	Gil Kibler
Apr 30	Lucy Kubiszyn

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SHELTON FACULTY AND STAFF  
ON SACS REAFFIRMATION COMMITTEES  
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Recently, three members of the Shelton faculty and staff have served as members of SACS Reaffirmation Visiting Committees. During March 2-4, Debbie Grimes, Director of Library Services, was a member of a SACS Commission on Colleges Reaffirmation Committee for the Art Institute of Atlanta. During March 2-6, Hugh Kynard, Dean of Occupational/ Technical Services, served on a Reaffirmation Committee for the Commission on Occupational Education Institutions. Kynard's committee visited Haney Vocational-Technical Center in Panama City, Florida. Kynard reports that his group worked so hard that they did not even have time to go to the beach. NOT! Finally, during March 30-April 1, Arthur Howington, Dean of Academic Services, served on a College Commission Reaffirmation Committee to Wood Junior College in Mathiston, Mississippi.

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HOLLY GWIN INDUCTED INTO  
PHI UPSILON OMICRON  
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Holly Gwin, "She Who Runs the Counseling Center," has been initiated as a member of Phi Upsilon





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Gwin Joins Honorary (cont:)

Omicron, the scholastic honorary society for the School of Human Environmental Sciences at the University of Alabama. She was one of twenty who were singled out for such recognition. "She Who Runs the Counseling Center" is pursuing a UA baccalaureate in human development and family studies.

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UA LIBRARY PLANNING OFFICER  
TO ADDRESS SHELTON LIBRARY STAFF

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On Thursday, May 28th, Kate Ragsdale, the Planning Officer for the University of Alabama libraries, will make a presentation to the Shelton State library faculty and staff. The meeting is scheduled for 10:00 a.m. and should last for about two hours. The topic is planning new library facilities.

Although the focus of this program will be on libraries, a number of folks involved in the new-campus-planning effort might find the information to be helpful. Anyone interested is invited to attend.

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COMMITTEE ON FACULTY AND STAFF  
ASKED TO CREATE STANDARD POLICY  
FOR FACULTY OFFICE HOURS

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The Committee on Faculty and Staff has been asked by the administration to consider the adoption of a standard office hour policy for all faculty. Currently, the faculty supervised by the Dean of Occupational/Technical Services operate under one policy while the faculty supervised by the Dean of Academic Services operate under another. There is a big difference, for example, is how the lunch hour is treated. We do not think that anyone will argue with the assertion that all faculty should be governed by the same policies.

The recommendation of the Committee will be forwarded to the President's Administrative staff. It is hoped that whatever new policy is developed will be in place by the forthcoming Fall Quarter, if not sooner.

Any faculty who have comments, suggestions, and/or recommendations regarding this important matter should contact Dr. Randy Jarrell, Chair of the Standing Committee on Faculty and Staff.

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DATES SET  
FOR SUMMER REGISTRATION

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To enroll for the forthcoming Summer Quarter, a student must be advised, complete a schedule of classes, and pay all tuition and fees prior to Tuesday, June 9, 1992.

Please notice that at each enrollment opportunity, students may do everything necessary to complete the process, including pay tuition and fees. A student will not have to do battle with the enrollment monster but once.

Who says we don't listen??

Students currently enrolled during the Spring Quarter may be advised, complete a class schedule, and pay tuition and fees according to the following timetable:

April 20. 1:00-4:00 p.m.

Students with at least 40 credit hours

April 21. 1:00-4:00 p.m.

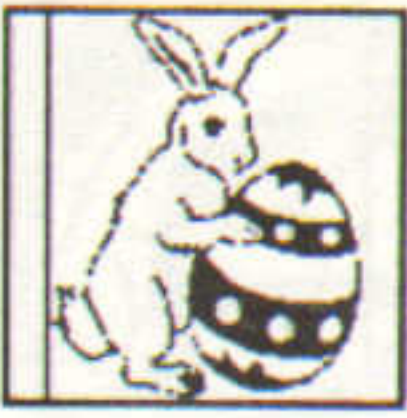
Students with at least 10 credit hours

April 22. 3:00-6:00 p.m.

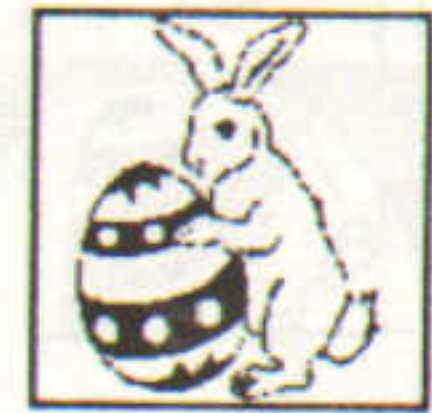
Any currently enrolled students

All students--those currently enrolled, those who have attended Shelton before but are not currently





FACULTY NEWSLETTER  
April 6, 1992, p. 3



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Summer Registration (cont.)

enrolled, those who have never attended Shelton but wish to enroll—may be advised, complete a class schedule, and pay tuition and fees according to the following timetable:

April 23. 4:00-8:00 p.m.  
April 24. 9:00 a.m.-1:00 p.m.  
May 21. 1:00-3:00 p.m.  
May 22. 1:00-3:00 p.m.  
June 8. 12:00 noon-8:00 p.m.

To be enrolled, a student must pay tuition and fees. If, for instance, a student gets his (or her) schedule "in the computer" but does not pay tuition and fees, that student has no guarantee of a spot in any of his (or her) classes that make.

**To reiterate:** the only way that a student can guarantee a spot in a class that makes is to pay her (or his) tuition and fees. Please help us get this word across.

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A WORD ABOUT  
THE DROP/ADD POLICY

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A few weeks back, the College announced a change in its drop/add policy, a change made to come into compliance with the policy of the Alabama State Board of Education and directives from the Chancellor's Office.

It appears that we did not do a good job of describing the effect of this change in policy, and some confusion and hard feelings resulted during the early days of Spring Quarter.

Let us now attempt to straighten things out a bit.

Each quarter, the College establishes an official drop/add period. For the forthcoming Summer Quarter, that drop/add period will

be June 9th, 10th, and 11th.

During the official drop/add period, students may make changes in their schedules for any reason and pay nothing but the drop/add fee. If cases of cancelled classes, the student, of course, does not even have to pay the drop/add fee.

During the drop/add period, then, a student can drop one class and pick up another one and not have to pay additional tuition if his (or her) total course load stays the same.

If a student drops a class during the drop/add period and that action results in a reduction of his (or her) total class load, the student is entitled to a refund of tuition for the dropped class.

**After** the official drop/add period, however, if a student makes a change in his (or her) schedule, another situation obtains entirely. After the official drop/add period, if a student drops a class, no tuition will be refunded for the class dropped. Furthermore, if the student adds a class, additional tuition will be charged for the class that is added.

**Some other points:** first, this policy does not apply when College officials require that a student drop one class and add another. **Second**, this policy is a drop/add policy only. If a student completely withdraws from school, the tuition refund policy published in the college catalog still controls the situation.

In other words, there is a distinction between what happens to a student who drops a course but stays in school and a student who totally withdraws from the institution.





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**Drop/Add Policy (cont.)**

Sounds Confusing, and, to some extent, it is. Best thing to keep in mind and to tell students: **MAKE ALL YOUR SCHEDULE CHANGES DURING THE OFFICIAL DROP/ADD PERIOD.**

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**GOURDOUZE  
ON LEAVE 1992-1993**

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Robbyn Gourdouze, instructor of mathematics and computer science, has been approved for a one-year leave of absence during 1992-1993. Ms. Gourdouze requested this leave to meet the residency requirements for a JD degree from the School of Law of the University of Alabama.

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**EVELYN METTEE  
TO PRESENT AT NISOD MEETING**

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Evelyn Mettee has been selected to make a presentation at the annual NISOD Conference on Teaching Excellence. The conference is during May 24-27 in Austin, Texas. The title of Evelyn's presentation is "Alabama Linkage: An Innovative Higher Education Consortium Maximizing Statewide Resources." Evelyn says that she did not pick the title.

Rumor has it that Jim Jolly also has been selected to make a presentation at the NISOD meeting. We were not able to confirm that information, however, at press time.

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**REPORT DUE ON 1991-1992  
PROFESSIONAL DEVELOPMENT PLAN**

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A reminder: tis time to consider preparing your final report on the accomplishment of the goals and objectives which you established in your 1991-1992 Professional Development Plan (PDP). This must be a **written report** and must address **each of the goals and objectives** included in your 91-92 plan.

Otherwise, there is no specific format for this document.

This final report on your 1991-92 PDP is due sometime **prior** to the beginning of the 1992 Fall Quarter. If you anticipate working during the forthcoming Summer Quarter, you may wait until the Summer Quarter to prepare your report. You may turn it in sometime **prior to the end of the Summer Quarter**. If you do not work during the Summer Quarter, your final PDP report is **due during the Spring Quarter**. It must be turned in to the office of the Dean prior to the end of the current Spring Quarter.

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**1992-1993  
PROFESSIONAL DEVELOPMENT PLANS  
ARE DUE**

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It is also time to begin preparing your annual Professional Development Plan (PDP) for 1992-1993. In the next few days, instructions for preparing those plans will be placed in faculty mailboxes. The instructions, however, are no different this year than in years past; thus you may go ahead with your preparations on that basis if you wish.

As with the final written report on your 1991-92 PDP, your Professional Development Plan for next year must be approved **prior to the beginning of the forthcoming Fall Quarter**. If you work during the Summer Quarter, your 1992-93 PDP may be prepared during the Summer Quarter. If you do not work during the Summer Quarter, however, your 1992-93 PDP must be prepared and approved during the current Spring Quarter.

Please remember that your 1992-93 PDP must be submitted first to your Division Chair and then to your Dean for approval.